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WEST BENGAL

- 2.18.1 Administration: The sanctioned strength of the State Archives consists of 17 permanent gazetted posts, 106 permanent non-gazetted posts, 5 temporary gazetted posts and 16 temporary non-gazetted posts. During the period under report, 9 additional temporary posts, those of an Archivist, 3 Assistant Archivists, one Microphotographer, one Photo Assistant one Photo Helper, one Driver and one Sweeper, were created.
- 2.18.2 Budget: During the year under report there was no separate budget provision for the State Archives of West Bengal in the non-plan sector. Expenditure on the non-plan items was met from the total grant allocated to the Education Department as a whole. A sum of Rs.3,01,000 was also provided in the plan budget for the development of State Archives during the year under report.
- 2.18.3 Building: The State Archives has a building of its own.
- 2.18.4 Record Management: The work of appraisal of pre-1947 records was kept suspended in accordance with the directive of the Government of India, Ministry of Education.
- 2.18.5 Research and Reference: 126 research scholars Indian and foreign from different universities, colleges and research institutions were allowed access to records. 4,879 files and registers were requisitioned by the various Secretariat departments for administrative purposes and 10,956 records

both from current and Historical Section were requisitioned by research scholars. 81 queries on records from private agencies/individuals were also attended to.

2.18.6 Reference Media: During the period, while the Descriptive Lists of 728 files of Confidential Records received from the Home (Political) Department were prepared, the work of preparation of the Press Lists of the records of the Board of Trade Commercial from 1778 onwards was continued.

2.18.7 Publication Programme: During the year Descriptive Lists of Persian Sanad Register Volumes I to VIII (1721-1791) were cyclostyled.

2.18.8 Preservation of Records: 25,200 brittle and damaged pages of the proceedings volumes of different authorities were repaired with tissue paper, acetate foil and glassine papers, 214 proceedings volumes were rebound, while 250 ~~and~~ maps 100 books and 185 files were fumigated.

2.18.9 Photo-Duplication: The State Archives has a microfilm unit. During the period proceedings volumes of the Revenue Department from 1859 to 1900 were microfilmed and 242 rolls of films (121 negative + 121 positive) prepared. Also, for quick supply of copies of records to scholars and institutions, an OCE electro-copier machine was purchased.

2.18.10 Library: During the year under review 86 books were acquired.

2.18.11 Other Activities: The State Archives participated in the exhibition organised on the occasion of the 46th Session of the Indian Historical Records Commission held at Aurangabad.

The Assistant Director of Archives accompanied by the Chief Archivist visited Rishi Bankim Library and Museum, Naihati and suggested lines on which these old letters written by the great novelist, Bankim Chandra Chatterjee were to be preserved. The same team assisted by another Archivist visited Birla Industrial and Technological Museum, Calcutta, and rendered advice on matters relating to restoration, preservation and documentation of records. In this connection the State Archives also imparted training to two persons from the Technological Museum in the methods of preservation of records.